ELI Monthly Update

Greetings everyone! These monthly updates will provide up to date information on problems, questions, concerns, and progress being made in the ELI system. It will also list common questions, major changes, new reports to test, updates to the web site, and special requests for action from me.

Please read through everything. I don't include things that are not important.

- **Training Update**
  - o Trainings have been reduced to one-day trainings. Suggestions for new topics to add to the ELI 101 trainings are always welcome.

    ELI 101 Training Schedule 2003:

    1. San Diego 01/23/03
    2. Sacramento 03/13/03
    3. Chico 06/03/03
    4. Santa Cruz 07/09/03
    5. Fresno 09/09/03
    6. Santa Barbara Week of November 2nd

  - o Contact slivermo@dhs.ca.gov to RSVP

- **Technical Assistance Update**
  - o Volume of calls and emails has increased slightly because biannual narratives are due to your program consultants on February 15th. <u>For questions regarding the narrative please contact your program consultant</u>. I cannot answer questions about the narrative.
  - o Please remember that when you enter data into ELI you are effectively "turning in" the statistics portion of your report and that program consultants at the Office of AIDS will be reviewing the information on February 15th. We need to have up to date data in ELI to accurately demonstrate the uses of HIV prevention dollars and avoid budget cuts.
  - o Many technical assistance calls have been asking about group interventions (set up and data entry). New Group Guidance will be posted to the ELI documents page. Please review it, as there have been significant changes.

- **Reports Update**
  - o The Operators by ID and Contacts List are great reports for supervisors trying to keep up with staff to look at. The Operators by ID report will even list the last time the person logged in

- A new feature has been added to the data entry screens for check sheets. ELI will now compare the Behavioral Risk Population Box to the large demographics grid to see if the numbers match up. ELI will prompt you if they do not match to make sure you want to save the record even though the numbers in the two places do not match. This serves as a fail safe for those counties who want these boxes to match exactly.
- Reports can be copy pasted into Word or Excel should you need to include them in another document or manipulate them. For instance, if you run a report and then run a report on the special fields you can copy paste and combine that information in one place such as a Word document for a more effective report.
- The Intervention Effectiveness Report is still being worked on. We are making some small changes to the intervention set up screen that will impact the design of the report for the better. An announcement will be made via ELI email when the report is available again. Until then the report has been removed from the list.
- Input on additional reports and changes to current report designs are always welcome. Several counties have contacted OA with suggestions for new reports and adjustments to current reports, which have either been implemented or are currently being worked on. I will release a list of new reports that have been added to the list as soon as they are all done.
- New reports will be developed as needed. However, it takes about 2 weeks to create a report so please do not contact me the day before you need a report.
- Statewide summary reports are available
- Business Objects and Raw Data will be available when the ELI system moves from the test server (where it now resides) to a production server. The downside is that changes to the system will be much more difficult to make once we move into production. Until we are in a position to do that we will remain on the test server.
- Raw data is available for counties upon request. Raw data will come in the form of an Access database once a month. **If you are county E&P Coordinator interested in a copy of your county's raw data please email me now.**
- BusinessObjects is being implemented as an alternative to canned reports.
- BusinessObjects empowers users to open up their data through its integrated query, reporting, and analysis tools. These solutions enable users to access, analyze, and share internet-based data using a simple browser as their interface, while maintaining tight security over data access.

- o With BusinessObjects users can perform sophisticated analysis on the data, even when working offline.
- o Office of AIDS can also share statewide data with counties, and other partners, through WebIntelligence, which has added security and audit features specific to extranets.
- o BusinessObjects is still a ways from being implemented. I suspect I will be asking for volunteers via ELI email to test it once it become available.

- **Other Issues**
  - o We are in the process of adding a new "layer" to ELI. This new layer will fall in between the contracting agency and interventions. For instance, the new progression will be
    - ▪ State Office of AIDS
      1. Local Health Department One
         - o Contractor 1
           - ▪ Contract MSM
             - Intervention 1
             - Intervention 2
           - ▪ Contract Youth
             - Intervention 1
             - Intervention 2
             - Intervention 3
           - ▪ Contract IDU
             - Intervention 1
             - Intervention 2
    - ▪ Previously the actual contracts were not included. This new feature will most likely be implemented statewide during the new fiscal year.
  - o The new fiscal year will be accommodated in ELI by essentially cloning the previous year's interventions and then allowing LHDs and CBOs to add delete or tweak the interventions to fit the new year.
  - o Please be sure to use unique initials on the ELI forms. For instance, do not use the initials SL and SRL interchangeably. ELI will see these as TWO people and display it that way on reports.
  - o
  - o Suggestions for topics to cover during ELI 101 trainings are welcome at any time.
  - o Some questions have been raised about flexibility with forms so I will try to address this briefly.
    - ▪ The SAQ group form may be used instead of the group check sheet to collect more information on groups
    - ▪ The Long Outreach form may be used instead of the Short Outreach form to collect more information

- The Group Check Sheet or SAQ may be used for prevention education presentations instead of the Health Communication form.
- None of the ELI forms (with the SAQ group form as an exception) should **EVER** be given to a client to fill out. They are not even remotely designed for clients to fill out themselves.

  o No one should have an intervention called Counseling and Testing in the ELI system

  o The ELI Reports Committee is in full swing. Suggestions for new reports have been made as well as some suggestions for changes to current reports. Even if you are not on the committee feel free to contact slivermo@dhs.ca.gov with ideas.

  o At the NIGHT Coordinators Meeting people expressed interest in sharing their modified ELI forms with others. If you would like to share your forms please email them to me and I will post them to a separate section of the web site. I haven't received any to date so this is last call!

  o **Many of you have still NOT updated your Agency information.** This may seem small but we will use the information for labels that will be used for various mailings including the Dissemination Project! It is vital that you update your agency information by going to the Agencies button **IMMEDIATELY** if not sooner!

  o Another **critical** piece of information is your **email addresses**. You have access to update your/your staff's email addresses in the Operators screen. You can also update the person's name.
  - If any of you haven't guessed by now I am very much an email person so please, please update your email address

  o FAQ section of the ELI web site has been updated once again with questions from the San Diego training.

  o If you have a new E&P Coordinator in your county please have them contact me for over the phone training. **This is for E&P Coordinators only.**

  o If you are an E&P Coordinator serving as the main ELI contact in your county you may certainly defer the responsibility to another person as long as there is one point of contact in the county for ELI questions etc.

- **Setting Up Interventions**
  o Some of you have still **NOT** yet set up your interventions. You need to do so as quickly as possible. We are under pressure from the CDC to respond with our raw data soon so it is essential for you to get your interventions set up and your data entered as quickly as you can. In addition, program consultants here at the Office of AIDS will be reviewing ELI reports along with your biannual narratives.

- **Even more serious is the need to contact me to review your interventions. If you have not set up your interventions yet please get them in the system and contact me before you do data entry!**
- Here are some examples of good intervention names
  - Be Proud Be Responsible!
  - Women's Saturday Night Group
  - Juvenile Hall Group
  - HIV 101
  - Girl Talk
  - Unity MSM
- ELI is set up by intervention while scopes of work and budgets are target population and funding stream driven
- Intervention names should NOT have the funding source or the target group in the title because this information is already collected in the intervention set up screen
- Intervention names should NOT have names that use the generic ELI terms, individual level intervention, for instance.
- Intervention names should NOT be named by objective number.
- In short, you should be naming your intervention what **YOU** call it!

Please send me any questions you have that I have not addressed here. Questions, comments, feedback, and suggestions are welcome at **any time.**